

DEPARTMENT OF THE ARMY
U.S. Army Garrison, Fort Belvoir
Fort Belvoir, Virginia 22060-5928

FB Regulation 740-1

20 May 1998

LOGISTICS
LOGISTICS STORAGE SPACE MANAGEMENT

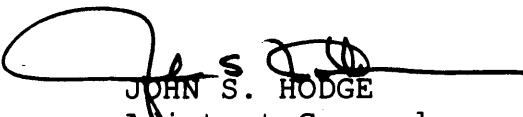
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MICHAEL A. LEEPER
COL, AD
Garrison Commander

OFFICIAL:



JOHN S. HODGE
Adjutant General

History. This publication was last printed on 19 April 1996.
This printing publishes changes made since that date.

Summary. This is a revision of a current regulation. It establishes policies and procedures for assigning and using installation storage facilities.

Applicability. This regulation applies to all activities requesting or occupying storage space on Fort Belvoir and the Engineer Proving Ground.

Suggested Improvements. The proponent of this regulation is the Directorate of Installation Support, US Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to the Directorate of Installation Support, 9430 Jackson Loop, Suite 107, Fort Belvoir, Virginia 22060-5130.

* This regulation supersedes USAFB Regulation 740-1, 19 April 1996.

1. REFERENCES.

- a. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 94.
- b. AR 420-90, Fire Protection, 10 Sep 97.
- c. DOD 4145.19R, Storage and Materials Handling, 15 Jun 78.
- d. FB Regulation 190-31, Crime Prevention Program, 6 Mar 98.

2. PURPOSE. To establish policies and procedures and assign responsibilities for assigning and using installation storage buildings and areas; to ensure efficient use of these facilities and reduce installation and supported activities operating costs.

3. POLICY.

a. Storage facilities (including buildings, open storage areas, underground storage, and like facilities) are assigned to the Directorate of Installation Support (DIS) for management, control, and assignment to requiring activities. Storage facilities will not be occupied, transferred, reassigned or further sub-hand receipted without prior written DIS approval.

b. Storage space will normally be assigned on a first-come first-serve basis, consideration given first to overall mission requirements and economy of use.

c. Storage facilities and services required by tenant organizations will be provided in accordance with approved Inter/Intra-Services Support Agreements, except that the installation is not responsible for providing space beyond that which is available on the installation.

d. The director/commander of the activity to which storage space is assigned by DIS is responsible for the efficient use and normal occupant maintenance of that space. Excess or unused storage space will be reported to DIS, regardless of any future use plans the activity may have for that space.

e. Storage facilities will be used for storage purposes only. Use for any other purpose without prior written DIS approval may result in withdrawal of the facility.

f. Alterations of, additions to, or removal of hand receipted material/equipment (e.g., fire extinguishers, air conditioning units, etc.) from storage facilities without the specific written permission from DIS is prohibited.

g. Deficiencies noted during inspections will be corrected immediately. Recurrences will result in withdrawal of the facility.

h. Storage of excess/unserviceable property must be accompanied by proper active documentation for turn-in or disposal.

4. OBJECTIVES.

a. To provide effective and efficient management and control of storage space on Fort Belvoir.

b. To make maximum use of storage facilities needed for the performance of the Fort Belvoir and tenant/assigned activity missions.

5. RESPONSIBILITIES.

a. DIS will:

(1) Control the assignment of all facilities and areas designed for storage.

(2) Issue policy and instructions in connection with the use and management of storage facilities on Fort Belvoir.

(3) Review and approve standard operating procedures pertaining to the use of storage space.

(4) Maintain current information file on the assignment and availability of installation storage facilities.

(5) Schedule and conduct storage space utilization inspections: Inspections include:

(a) A physical inspection of the interior and exterior of the facility.

(b) A condition assessment of the facility and review of work orders submitted.

(c) A review of the occupant's floor plan, layouts or plan-o-graphs to ensure optimum usage.

(d) Review the most recent physical security and fire inspections and corrective actions taken.

(6) Provide a report of inspection results to the occupant user through command channels.

(7) Provide technical assistance as requested and follow up action as required to ensure optimum usage of available resources.

(8) Review and approve/disapprove requests for storage space, advertising organizations whenever a request for storage space is denied and citing the specific reason(s) for the denial.

(9) Review request for conversion or diversion of storage space, forwarding their requests to DIS for final processing.

(10) Inform appropriate agencies of any security, safety and fire hazards/violations noted during the inspection.

(11) Prepare and submit annual report on current use and projected requirements for storage facilities.

b. The Director, Commander or Activity Chief is responsible for assigned storage facilities and will:

(1) Implement appropriate controls to ensure the designated hand receipt holder(s) clears his/her DIS hand receipt prior to departure/reassignment. Failure to comply may result in withdrawal of facility from the organization's use.

(2) Submit requests for storage space, in writing, to DIS. Requests must include:

(a) Space requirements by type (i.e., covered, open, temperature controlled, etc.).

(b) Square footage required.

(c) Type of items to be stored.

(d) Timeframe space will be required, to include dates.

(3) Ensure that under-utilized facilities/areas are reported to DIS for evaluation.

(4) Designate an individual to be responsible for the care, safeguarding, police, fire prevention and maintenance of assigned storage facilities, the economical use of utilities, and proper storage space utilization. This individual will:

(a) Complete and sign FB (DPW) Form 126, Facility Assignment and Clearance Record, for assigned facilities and equipment/fixtures present at time of acceptance. A copy of the hand receipt will be maintained on file in the Real Property Office, DIS.

(b) Personally contact the Real Property Office, DIS, 806-0044/43, not less than ten (10) working days prior to being transferred or reassigned.

(c) Establish and maintain a file containing copies of fire, safety, security and DIS storage inspections, and copies of all work orders. This file must be available for review during the storage inspection.

(d) Maintain and have readily available an itemized list of building contents including material safety data sheets for each hazardous substance whenever the building contains hazardous materials/waste. The Fort Belvoir Fire Department must be notified in writing when hazardous material is stored.

(e) Provide access and accompany inspector to all assigned storage facilities during scheduled or spot inspections.

(f) Ensure FB Form 20, Emergency Notification, is displayed at the entrance of each building in accordance with FB Regulation 190-31.

(g) Ensure safe floor load limits are posted in facilities with wood flooring. Due to age and design, floor load limits have been set to a maximum of 150 pounds per square foot (PSF). The 150 PSF load limit will accommodate a 2000 pound

capacity electric hand truck which may be extended to a 2500 pound forklift with the installation of 1-4 inch steel plating over the aisles. Due to fire and safety hazards, gasoline powered forklifts will not be used in these facilities. If a requirement exists to exceed the 150 PSF load limit contact the DIS Engineering, Plans and Services Division at 806-3321.

(h) Ensure safe, unobstructed stacking heights are maintained. Stacking heights are the distance between the floor and the lower most of either sprinkler heads, joists rafters, beam or roof trusses, lighting fixtures or duct work, less the following safety clearances:

(1) One and one-half feet when vertical distance between floor and lowest obstruction does not exceed 15 feet.

(2) Three feet when vertical distance between floor and lowest obstruction is greater than 15 feet.

(3) Three feet when hazardous materials are involved or IN STORAGE AREAS NOT EQUIPPED WITH SPRINKLERS.

(4) Exception - a clearance of only 14 inches is required for reclaimed drum storage. Regardless of the stacking height, provided that the building is of all-metal construction and contains no electrical wiring.

(5) The floor load limit must be considered when ensuring safe stacking heights.

(i) Post a complete and current floor plan (Plan-o-graph) in all warehouses. It must show the actual manner in which the gross space is used; the division of space into storage, receiving, shipping areas, mail aisles, cross aisles, fire aisles and administrative space. Each section or other subdivision of the floor plan will show the square footage of gross space, non-storage space and the net space available for storage. List any hazardous materials stored in each facility.

(j) Ensure contents are stored in an orderly fashion and proper storage procedures are followed in accordance with DOD 4145.19R. Items must be stored in a way that allows for access and fire aisles:

(1) Fire aisles of 44 inches wide, exit-to-exit, must be maintained.

(2) Materials/equipment stored against an interior/exterior wall will have a 24" aisle between stacks or a 24" aisle between stored equipment and interior/exterior wall.

(3) If windows or doors are blocked with storage, they must be covered and signs posted inside and out.

(k) Post exit signs at all usable exits.

c. The following general guidelines will be followed in all storage facilities. Deviations must be approved by the DIS and, in some cases, by installation fire, safety and environmental offices:

(1) Hand receipts must be cleared prior to responsible individual's departure or reassignment. The hand receipt holder of record is not relieved of responsibility until the real property is accounted for and accepted by DIS or hand receipted to another hand receipt holder or activity.

(2) Ensure that storage facilities are only sub-hand receipted to personnel within their organization and that this is done only with DIS written concurrence. The hand receipt holder is not absolved of responsibility for sub-hand receipted facilities and will provide DIS with the name, organization, and telephone number of the sub-hand receipt holder(s).

(3) Ensure the following is accomplished when a facility is to be transferred or returned to DIS Control:

(a) All property listed on the hand receipt is present and in serviceable condition.

(b) The facility is clean and ready for occupancy.

(c) Fire extinguishers are fully charged and operational.

(d) Keys provided by DIS are returned tagged and with a typed inventory.

(4) Immediately report damage to a facility or real property to the DIS. Relief from responsibility will be granted in accordance with AR 735-5.

(5) Ensure Fire Safety. Suitable fire fighting equipment must be available and in working condition. Proper clearances are to be maintained at fire doors, near overhead sprinklers and bulk heads. Gasoline or other highly flammable liquids may only be stored in flammable-approved storage facilities or in special nonflammable containers that are in locations approved by the Fire Department.

(6) Enforce no smoking rules within the building and in the immediate vicinity of facilities containing flammables. "No Smoking" signs will be posted within and on the outside of the buildings.

(7) Hazardous Materials/Waste: Hazardous materials/waste will be stored in approved facilities/areas only. Buildings will be appropriately marked. The Commonwealth of Virginia regulates the storage of hazardous materials/waste pursuant to authorization granted by the U.S. Environmental Protection Agency. It is a violation of the Resource Conservation and Recovery Act (RCRA) regulations to improperly store or dispose of hazardous materials/waste. Any personnel who are found to store or dispose of hazardous materials/waste in violation of RCRA regulations may be subject to adverse personnel actions. Questions regarding the proper storage of hazardous materials/waste may be directed to the DIS Environmental and Natural Resources Division, 806-4007.

FACILITY ASSIGNMENT AND CLEARANCE RECORD

FACILITY#: _____

DATE ASSIGNED: _____

STREET ADDRESS: _____

ORGANIZATION: _____

UIC: _____ REQUESTOR ID: _____

NET SQUARE FEET: _____ GROSS SQUARE FEET: _____

CATEGORY CODE: _____ CATEGORY DESCRIPTION: _____

GENERAL CONDITION OF FACILITY: _____

DISCREPANCIES/COMMENTS: _____

KEYS: _____

PRINTED NAME	TITLE	GRADE	TELEPHONE
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(SEE REVERSE)

SIGNATURE, REAL PROPERTY HAND RECEIPT HOLDER	DATE
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REAL PROPERTY REPRESENTATIVE, DPW	DATE
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FOR DPW USE:

DATE FACILITY/SPACE CLEARED: _____

CLEARED BY: _____

ASSIGNMENT ENTERED IFSM: _____
(INITIALS/DATE)

CLEARANCE ENTERED IFSM: _____
(INITIALS/DATE)